

Checklist for Non-Public Information Forms

Print the non-public information on these documents and omit the information from the public records.

Keep a copy of all documents for your records.

For a list of records, data and information classified as public, private, and protected, see Rule 4-202.02.

(1) Non-public Information – Parent Identification and Location

- ☐ This information is required by the U.S. Secretary of Health and Human Services. If the information changes, you must complete and file another form. (Utah Code Section 62A-11-304.4.)
- ☐ If there is reason to believe that releasing your residential address to the other party may result in physical or emotional harm to you or to your child, check the box and omit your residential address from this form. Print your residential address on the Safeguarded Address form, which is described below.
- ☐ Date and sign the form.
- ☐ Complete the Certificate of Service.
- ☐ Serve the form on the other party.
- ☐ File the original form with the judicial services representative.

(2) Non-public Information – Minors

- ☐ This information is required for identifying a minor except in a criminal case, name change of a minor, or appointing a guardian or conservator for a minor.
- ☐ Two of the items are required only if custody or parent time is part of the case:
 - identifying the places where this minor has lived during the last 5 years; and
 - identifying the people who have or who claim a right to custody or parent-time.
- ☐ If the information for a child is the same as for another, print "same as _____" (child's name) in the box.
- ☐ If there is reason to believe that releasing the child's residential address to the other party may result in physical or emotional harm to the child, check the box and omit the residential address from this form. Print the residential address on the Safeguarded Address form, which is described below.
- ☐ Date and sign the form in front of a judicial services representative or notary public.
- ☐ Complete the Certificate of Service.

- ☐ Serve the form on the other party.
- ☐ File the original form with the judicial services representative.

(3) Non-public Information – Safeguarded Address

- ☐ A residential address can be safeguarded only in a proceeding about:
 - a protective order (Utah Code Section 78B-7-109)
 - a stalking injunction (Utah Code Section 77-3a-101)
 - a parentage order (Utah Code Section 62A-11-304.4)
 - a custody order (Utah Code Section 78B-13-209)
 - a support order (Utah Code Section 78B-14-312)
- ☐ If you have asked that your residential address or that of your child be safeguarded, omit the residential address from all other documents, and print it here.
- ☐ Print the name, address, city, state, and zip code of the person whose address will be safeguarded.
- ☐ Date and sign the form.
- ☐ **Do not** serve the form on the other party.
- ☐ File the original form with the judicial services representative.

(4) Non-public Information – Personal Information

- ☐ Use this form to provide the court with personal identifying information about a party or non party.
- ☐ Note that a business address, phone number and email address of a person or business is public and can be written on public documents.
- ☐ Use this document only if the identifying information is necessary residential or personal identifying information.
- ☐ The final table is for any other necessary non-public information. Print the name and paragraph number of the document to which the information refers.
- ☐ Date and sign the form.
- ☐ Complete the Certificate of Service.
- ☐ Serve the form on the other party.
- ☐ File the original form with the judicial services representative.

Non-public Information – Parent Identification and Location		Case Number _____				
Notice: This information is required by the U.S. Secretary of Health and Human Services. If the information changes, you must complete and file another form. (Utah Code Section 62A-11-304.4.)						
Name	Telephone Numbers (Include area code.) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; padding: 5px;">Day</td> <td style="width: 33%; padding: 5px;">Evening</td> <td style="width: 33%; padding: 5px;">Cell</td> </tr> </table>			Day	Evening	Cell
Day	Evening	Cell				
Residential Address						
<input type="checkbox"/> Keep my residential address private and do not provide it to the other party because there is reason to believe that releasing the information may result in physical or emotional harm to me or to my child. (If you check this box, omit your residential address from this document and from all other papers filed with the court. Include it on the Safeguarded Address form.)						
Mailing Address (if different from residential address)						
Date of Birth	Social Security Number	Driver's License <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">State</td> <td style="width: 50%; padding: 5px;">Number</td> </tr> </table>		State	Number	
State	Number					
Employer Name, Address and Telephone Number						
Employer Name, Address and Telephone Number						
I am: (check all that apply) <input type="checkbox"/> Petitioner <input type="checkbox"/> Respondent <input type="checkbox"/> Custodial Parent <input type="checkbox"/> Non-custodial Parent <input type="checkbox"/> Filing this information about myself <input type="checkbox"/> Filing this information about the other party						

I declare under penalty of Utah Code Section 78B-5-705 that everything stated in this document is true and correct.

Date _____ Sign here ► _____
 Typed or printed name _____

Judicial Services Representative: This is a private record.

Non-public Information – Minors**Case Number** _____

Use this document to provide non-public information to the court. Write the information here, and omit it from the public document. Complete as many forms as needed. Serve this form on the other party.

I swear or affirm that the following information is true.

☐ * Keep the residential address private and do not provide it to the other party because there is reason to believe that releasing the information may result in physical or emotional harm to me or to my child. (If you check this box, omit the child's residential address from this document and from all other papers filed with the court. Include it on the Safeguarded Address form.)

(1) Name of Minor	Residential Address*	Date of Birth	Sex	Social Security Number
(A) Places where this minor has lived during the last 5 years. Person the minor lived with. Address of that person. (Required only if custody or parent time is part of the case. Section 78B-13-209.)				
(B) Name and address of anyone (other than Petitioner or Respondent) who has or who claims a right to custody or parent-time. (Required only if custody or parent time is part of the case. Section 78B-13-209.)				

(2) Name of Minor	Residential Address*	Date of Birth	Sex	Social Security Number
(A) Places where this minor has lived during the last 5 years. Person the minor lived with. Address of that person. (Required only if custody or parent time is part of the case. Section 78B-13-209.)				
(B) Name and address of anyone (other than Petitioner or Respondent) who has or who claims a right to custody or parent-time. (Required only if custody or parent time is part of the case. Section 78B-13-209.)				

(3) Name of Minor	Residential Address*	Date of Birth	Sex	Social Security Number
(A) Places where this minor has lived during the last 5 years. Person the minor lived with. Address of that person. (Required only if custody or parent time is part of the case. Section 78B-13-209.)				
(B) Name and address of anyone (other than Petitioner or Respondent) who has or who claims a right to custody or parent-time. (Required only if custody or parent time is part of the case. Section 78B-13-209.)				

(4) Name of Minor	Residential Address*	Date of Birth	Sex	Social Security Number
(A) Places where this minor has lived during the last 5 years. Person the minor lived with. Address of that person. (Required only if custody or parent time is part of the case. Section 78B-13-209.)				
(B) Name and address of anyone (other than Petitioner or Respondent) who has or who claims a right to custody or parent-time. (Required only if custody or parent time is part of the case. Section 78B-13-209.)				

(5) Name of Minor	Residential Address*	Date of Birth	Sex	Social Security Number
(A) Places where this minor has lived during the last 5 years. Person the minor lived with. Address of that person. (Required only if custody or parent time is part of the case. Section 78B-13-209.)				
(B) Name and address of anyone (other than Petitioner or Respondent) who has or who claims a right to custody or parent-time. (Required only if custody or parent time is part of the case. Section 78B-13-209.)				

Date _____ Sign here ► _____

Typed or printed name _____

I certify that _____, who is known to me or who presented satisfactory identification, has, while in my presence and while under oath or affirmation, voluntarily signed this document and declared that it is true.

Date: _____ Sign here ► _____

Typed or printed name (Court Clerk or Notary Public) _____

Notary Seal

Judicial Services Representative: This is a private record.

Certificate of Service

I certify that I served a copy of this Non-public Information Form on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
(Other Party or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
(Clerk of Court)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Electronic File		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Date _____ Sign here ► _____

Typed or printed name _____

**Non-public Information – Safeguarded
Address**

Case Number _____

Instructions: A party's residential address (or that of a party's child) can be safeguarded from the other party in the 5 types of cases listed below. Safeguarding an address is your choice. If your case is one of these casetypes and if you want to safeguard your residential address (or that of your child) from the other party, write the address here, and omit it from the public document. Omit it also from the Non-public Information about Minors form and from the Parent Identification and Location form. File this form with the judicial service assistant, but **do not** serve this form on the other party.

Name*	Residential Address	City, State, Zip**

*Name of an adult may be included on public records.

**City, state and zip code may be included on public records.

Keep this residential address private and do not provide it to the other party because this proceeding is about:

- ☐ a protective order (Utah Code Section 78B-7-109)
- ☐ a stalking injunction (Utah Code Section 77-3a-101)
- ☐ a parentage order (Utah Code Section 62A-11-304.4)
- ☐ a custody order (Utah Code Section 78B-13-209)
- ☐ a support order (Utah Code Section 78B-14-312)

I declare that under penalty of Utah Code Section 78B-5-705 that everything stated in this document is true and correct.

Date _____

Sign here ► _____

Typed or printed name _____

Judicial Services Representative: This is a private record.

Non-public Information – Personal Information

Case Number _____

Use this document to provide non-public information to the court. Write the information here, and omit it from the public document. Complete as many forms as needed. Serve this form on the other party.

Non-public information about a party

Plaintiff/Petitioner	Information	Defendant/Respondent
	Name (Public)	
	Social Security Number	
	Driver License State / Number	
	Account Names and Numbers	

Non-public information about a non-party (Business information should be provided on public documents. Complete this section only if personal information is the only means to contact this person.)

Name (Public)	Residential Address	Personal Phone	Personal E-mail	This Person is
				<input type="checkbox"/> Plaintiff/Petitioner's Employer <input type="checkbox"/> Defendant/Respondent's Employer <input type="checkbox"/> Holder of Property <input type="checkbox"/> Other Non-party
				<input type="checkbox"/> Plaintiff/Petitioner's Employer <input type="checkbox"/> Defendant/Respondent's Employer <input type="checkbox"/> Holder of Property <input type="checkbox"/> Other Non-party
				<input type="checkbox"/> Plaintiff/Petitioner's Employer <input type="checkbox"/> Defendant/Respondent's Employer <input type="checkbox"/> Holder of Property <input type="checkbox"/> Other Non-party

Other non-public information

Public Document Title	Paragraph Number	Non-public Information

I declare that under penalty of Utah Code Section 78B-5-705 that everything stated in this document is true and correct.

Date _____

Sign here ► _____

Typed or printed name _____

Judicial Services Representative: This is a private record.

Certificate of Service

I certify that I served a copy of this Non-public Information Form on the following people.

Person's Name	Method of Service	Served at this Address	Served on this Date
(Other Party or Attorney)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
(Clerk of Court)	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Electronic File		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		
	<input type="checkbox"/> Mail <input type="checkbox"/> Hand Delivery <input type="checkbox"/> Fax (Person agreed to service by fax.) <input type="checkbox"/> Email (Person agreed to service by email.) <input type="checkbox"/> Left at business (With person in charge or in receptacle for deliveries.) <input type="checkbox"/> Left at home (With person of suitable age and discretion residing there.)		

Date _____ Sign here ► _____

Typed or printed name _____